

Emergency Operations Plan Checklist

Use this checklist to verify that you have developed everything you need to include in your school's or district's Emergency Operations Plan.

Does Your Plan Include . . .	
<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ An Introduction that includes: ▪ A Table of Contents? ▪ An Approval Statement and dated approval signatures of the principal, superintendent, and school board president (as appropriate)? ▪ A Distribution List (including the local Emergency Manager and all first-response agencies)? ▪ A Schedule of Page Changes? ▪ A statement of the purpose of the Emergency Operations Plan? ▪ The size and location of your facility in acres and the number, general size, and use of each building on the site? ▪ The number of students and employees normally on hand and any scheduled daily differences in population?
<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ A description of who is in charge for emergency operations?
<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ The location and function of your primary and alternate on-site Command Posts, including layout, staffing, displays, etc.?
<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Persons, by title, who will be notified in an emergency?
<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ How logistical support will be provided for the emergency response, including provision for food, water, emergency lighting, fuel, etc.?
<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Actions planned to protect essential personnel, equipment, and resources during emergencies?
<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ The actions that will be taken to assure that all employees and students understand the warning signals and know what to do in an emergency?
<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ How emergency information will be disseminated for the disabled, including those who are visually or hearing impaired or non-English speaking?
<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Individual(s) who will serve as the school's or district's point of contact with the media during an emergency and procedures for authenticating information?
<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ The individual, by title, who is responsible for directing the emergency response?
<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ The individuals, by title, who are responsible for maintaining recall rosters for all emergency functions?

<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ The individual, by title, who is responsible for safeguarding essential records?
<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ The individual(s), by title, who is/are responsible for preparation and distribution of employee and student emergency guidance material?
<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ The individual, by title, who is responsible for briefing new employees on the Emergency Operations Plan and the roles to which they are assigned?
<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ The individual(s), by title, who is/are responsible for developing scheduling and presenting training in safety measures to all students and employees?
<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ The individual, by title, who is responsible for the logistical preparations and support detailed under Administration and Logistics?
<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ A three-deep line of succession for the principal (and/or superintendent) to ensure continuous leadership?
<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ A description of how resources and information are requested and passed through the chain of command to higher levels of the school district?
<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ A description of what records are considered essential and how they are protected and preserved?
<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ The individual(s), by title, who is/are responsible for records, reports, and expenditures during an emergency?
<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Lists of agreements with voluntary organizations, government agencies, and private organizations that will assist the school district during an emergency?
<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ A resource inventory of emergency items available, including lighting, first aid and medical supplies, firefighting equipment, and other basic emergency response support equipment?
<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Additional resource requirements for personnel, equipment, and supplies and the source(s) and method for obtaining them?
<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Provision for annual review of the Emergency Operations Plan (conducted jointly with the local emergency management staffs)?
<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Provision for updating the Plan based on deficiencies identified through drills, exercises, and actual emergencies?
<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ A map of the area showing items that may have an impact on the school, including major highways, railways, airports, power transmission lines and generating stations, industrial complexes, bulk oil and gas storage, pipe lines, etc.?

<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ A plot plan of the facility and floor plan(s) of the building(s), showing the location(s) of heat plants, boilers, generators, flammable liquid storage, other hazardous materials storage, firefighting equipment locations, first aid facilities, etc.?
<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Call-up lists with the names, titles, telephone numbers, and organizational responsibilities of all involved in emergency operations?
<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Checklists that detail specific tasks to be accomplished in an emergency?
<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Responsibility matrices?